



## **Directions for Submitting MSDE Continuing Professional Development (CPD) Credits**

**Title of Experience:** MSDE Teacher Induction Academy 2013

**Number of Credits:** 2

1. **Step 1:** All school systems with the exception of Montgomery and Baltimore Counties indicated that CPD Credits will be awarded on completion of the requirements. (You may want to confirm with your school system's CPD Coordinator that you are eligible to apply for the MSDE Teacher Induction Academy 2013 two credit course).
2. **Step 2:** **Complete the three-day 2013 Summer Induction Academy and nine or more hours of online follow-up professional development sessions developed by New Teacher Center.**
3. **Step 3:** **Proceed to MSDE CPD Credit Form (page 2 of this document). Download and fill in the following information:**
  - a. Name of Participant
  - b. Social Security Number (last four or employee ID number)
  - c. Name of School or Office
  - d. Check "Yes" for "Holds Certificate"
4. **Step 4:** **Forward the CPD form to your school system's Teacher Induction Coordinator. They will sign on the "Signature of Instructor" line.**
5. **Step 5:** **Submit CPD Form through the Local School System (LSS) CPD Coordinator.**
  - a. One copy should be retained by the LSS and one copy should be given to the participant.
  - b. The CPD form with original signatures **MUST** be sent to MSDE when the applicant requests his/her renewal of certification.

**NOTE:** If the participant is not employed by a local school system but holds a Maryland certificate, he/she should retain the credit form and submit it to MSDE Certification Office when requesting renewal of his/her certificate.

MARYLAND STATE DEPARTMENT OF EDUCATION  
DIVISION OF CERTIFICATION AND ACCREDITATION  
PROGRAM APPROVAL AND ASSESSMENT BRANCH

## CONTINUING PROFESSIONAL DEVELOPMENT EXPERIENCE CREDIT FORM

Local School System:	MSDE/CPD Number: <b>13-00-08</b>
Independent CPD Experience Sponsor:	
Name of Participant:	Social Security Number <b>(Last four digits only)</b> :
Name of School:	Holds Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/> Participant must hold a certificate in order to be awarded MSDE credit.
Title of Experience: <b>2013 Maryland State Department of Education Teacher Induction Academy</b>	
Area: <b>New teacher induction</b>	Emphasis: <b>New teacher mentor knowledge, skills and abilities. Induction Programs management skills.</b>
Number of Credits Earned: <b>Two</b>	Dates of Experience: <b>6/1/2013 – 6/30/2014</b>
This is to verify that the above-mentioned participant has successfully completed requirements for the specified credit hours.	
<div style="border-top: 1px solid black; margin-bottom: 10px; text-align: center;">Signature of Instructor</div> <div style="border-top: 1px solid black; text-align: center;">Signature of Professional Development Liaison or NonPublic School Official</div>	<div style="border-top: 1px solid black; margin-bottom: 10px; text-align: center;">Date</div> <div style="border-top: 1px solid black; text-align: center;">Date</div>

CPD Form to be submitted through the Local School System (LSS) whether or not the local acts as the sponsor.

**DISTRIBUTION TWO ORIGINALS: ONE FOR LSS AND ONE FOR PARTICIPANT**

- 1) **TWO signed copies of this form** with the instructor's original signature are submitted to the teacher's school system to be signed by the appropriate representative. One copy to be retained by the LSS and one copy to be given to the participant. **The CPD form with original signatures MUST be sent to MSDE when the applicant requests his/her renewal of certification.**
- 2) **If the participant is not employed by a local school system** but holds a Maryland certificate, he/she should retain the credit form and submit it to MSDE Certification Office when requesting renewal of his/her certificate.